

Application To Employ For Trustees and Attorneys

This lesson shows the steps of submitting an Application to Employ filed by a Chapter 7 Trustee. The same process can be applied to filing other motions or application.

- STEP 1** Click the [Bankruptcy](#) hyperlink on the CM/ECF Main Menu. (See Figure 1.)

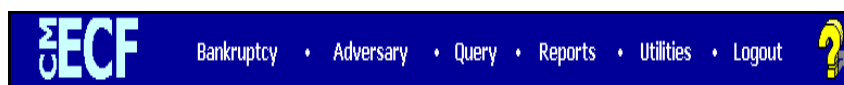


Figure 1

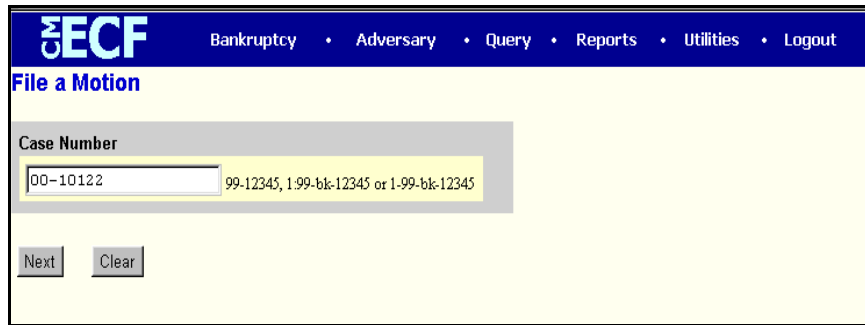
- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.) Your screen may appear different. Menu selections are assigned by user permissions and vary by court.



Figure 2

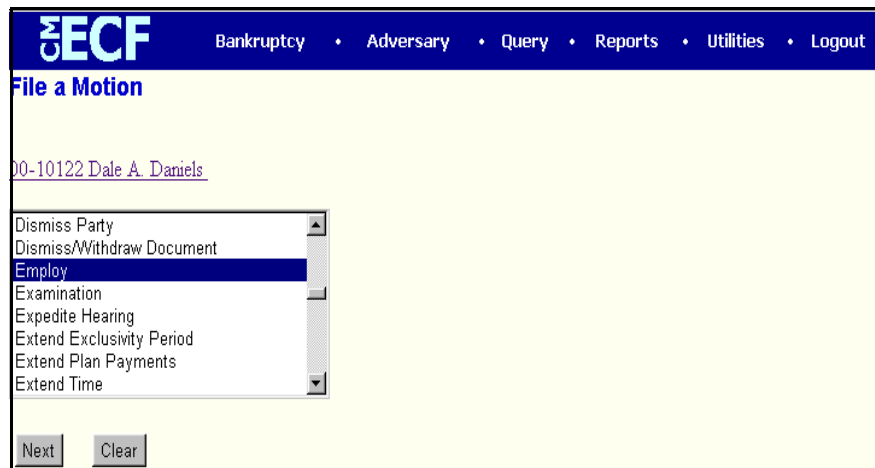
- Click the [Motions/Applications](#) hyperlink.

- STEP 3** The **CASE NUMBER** screen displays. (See Figure 3.)

**Figure 3**

- Enter the case number in YY-NNNNN format.
- Click **[Next]**.

STEP 4 The **DOCUMENT SELECTION** screen displays. (See Figure 4.)

**Figure 4**

- Scroll the **File a Motion** box to select the **Employ** relief.

NOTE: To locate your event quickly, type the first letter of the entry (*E* for **Employ**) and the highlight bar will immediately select the first event beginning with *E*.

- Click **[Next]**.

STEP 5 The attorney **JOINT FILING** screen will then display. (See Figure 5.)

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the bar, the page title is 'File an answer to a motion: 00-10122 Dale A. Daniels'. A checkbox labeled 'Joint filing with other attorney(s)' is present. At the bottom are 'Next' and 'Clear' buttons.

Figure 5

- This screen is used only if another attorney is joining in a filing. If you are the only trustee/attorney filing this application, skip this screen.
- If this is a joint filing and the box is checked, a listing of attorneys presently on the case will be presented for selection.
- Click **[Next]**.

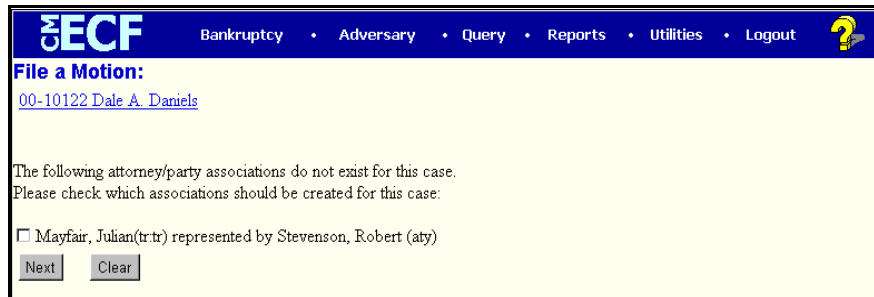
STEP 6 The **PARTY SELECTION** screen will be presented listing all the participants presently on this case. (See Figure 6.)

The screenshot shows the ECF interface for 'File a Motion: 00-10122 Dale A. Daniels'. A 'Select the Party:' window is open, displaying a list of parties: 'Daniels, Dale A. [pty.db]' and 'Mayfair, Julian [tr.tr]'. To the right of the list is a link 'Add/Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

Figure 6

- Locate and select the trustee in the **Party Selection** window. Click **[Next]** to continue.

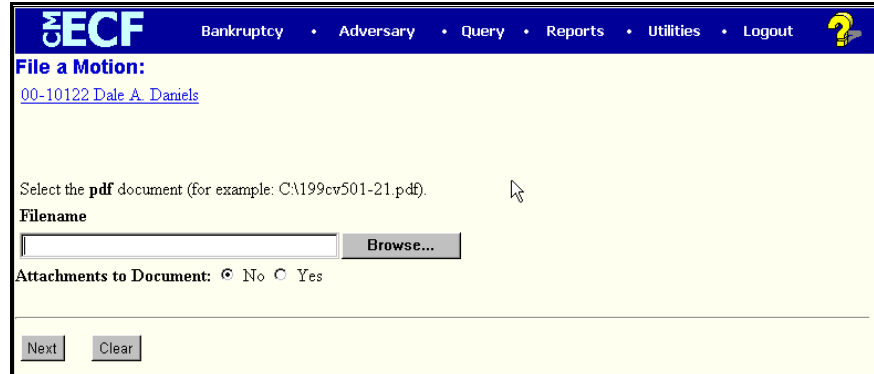
STEP 7 The **ATTORNEY/PARTY ASSOCIATION** screen may appear. (See Figure 7.)

**Figure 7**

- This screen presents a check box to link the filer to the attorney. As a trustee, if you are not filing this application in the capacity of the *attorney for the trustee*, skip this screen.

If an attorney is filing this for another party she or he represents and this screen is presented, check the box to establish this relationship.

STEP 8 The **PDF DOCUMENT SELECTION** screen displays.
(See Figure 8a.)

**Figure 8a**

- Click **[Browse]**, then navigate to the directory where the appropriate PDF file is located or type the entire directory path.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. (See Figure 8b.)

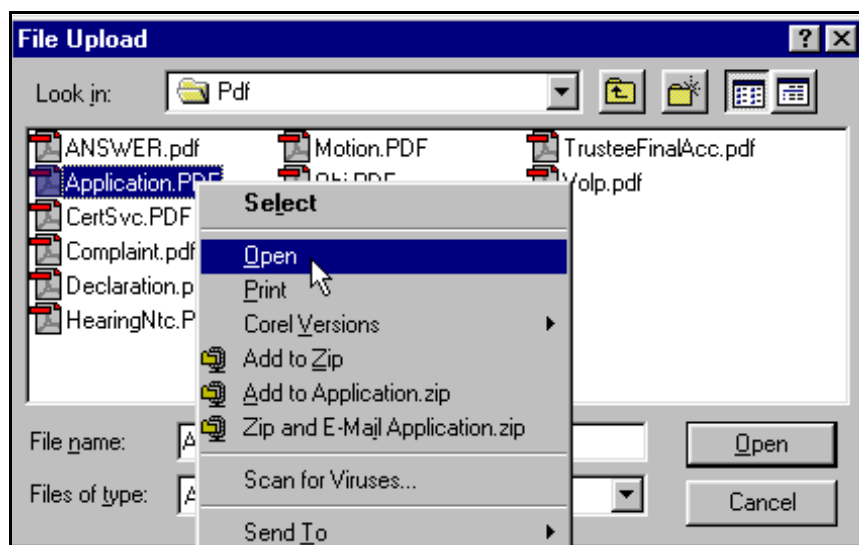


Figure 8b

- This will launch the Adobe Acrobat Reader which will display the contents of the imaged document. Verify that the document is correct.
- Close or minimize the Adobe application and if that is the correct file, click **[Open]** on the **FILE UPLOAD** dialogue box. (See Figure 8c.)

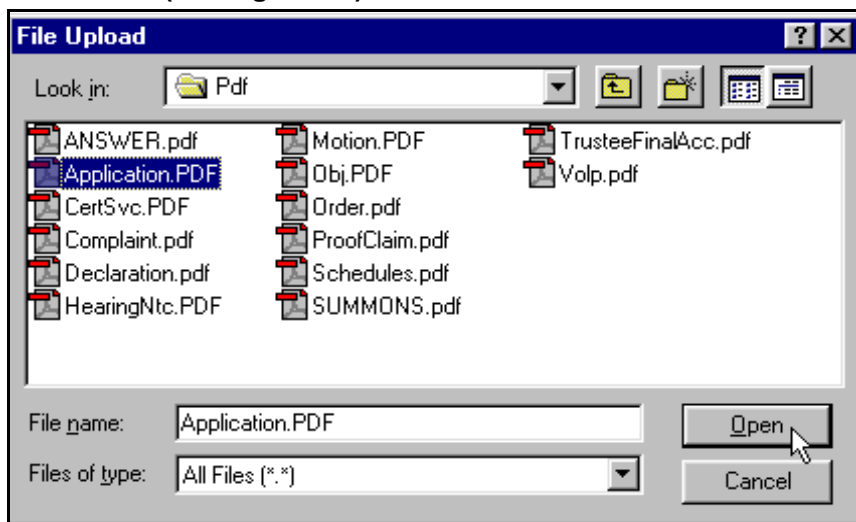


Figure 8c

- Some courts require proposed orders **attached** to each motion or application. To illustrate the feature of CM/ECF that allows **attachments** to the main document, click the **Yes** radio button to

the right of the **Attachments to Document** prompt if you have an attachment to the motion.* (Refer again to Figure 8a.)

NOTE: Please note that the PDF file for the Application to Employ is not an **attachment**. An **attachment** is another supporting document, such as affidavits or exhibits.

An **attached** document will be referenced in the docket text separately, and the **attached** image will be accessible by a separate hyperlink within the docket text.

- Click **[Next]** to continue with the attachment process.

STEP 9 If you selected the **yes** radio button, the **ATTACHMENT** screen is presented next. (See Figure 9.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

K:\TRAINING\ECF\Class Files\PDF Fil **Browse...**

2) At your option, select a document type and/or enter a description.

Type **Description**

Proposed Order

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

Add to List

Remove from List

Next

Figure 9

- There are three steps to the attachment process:
1. Click **[Browse]**, then navigate to the drive and directory where the appropriate PDF file for the proposed order is located and select it with your mouse.
 - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**. This will launch the Adobe Acrobat Reader to display the contents of the imaged document.
 - Double-click the PDF file to select it.
 - Verify that the document is correct and minimize or close the Adobe application by clicking on “-“ or “x” in the control box in the upper right hand corner of the PDF document.

2. Select the attachment type from the drop down list.
 - You may enter a description in the **Description Box**. This is court-specific styling. For instance if you were using an attached exhibit, you would enter "A " to signify this is Exhibit A. This description goes into docket text.
3. You must click **[Add to List]**. The path and file name are added to the **List** box. It is possible to add multiple attachments at this time by repeating steps 1 - 3..

— Click **[Next]**.

STEP 10 A **DOCUMENT INFORMATION** screen displays next.
(See Figure 10.)

Figure 10

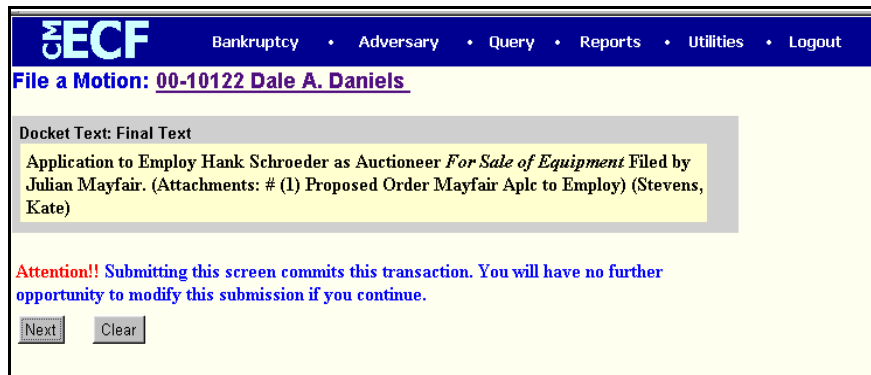
- The information typed in the windows displayed above will appear in docket text. Follow local court conventions for entering this data.
- Click **[Next]** to continue.

STEP 11 The **MODIFY TEXT** screen will display a supplemental text box and a prefix box to add more detail to the docket text.
(See Figure 11.)

Figure 11

- Click the down arrow — to display the prefix options. Select a descriptive prefix, if it is appropriate.
- If necessary, add detail to the final text.
- Click **[Next]** to continue.

STEP 12 The **FINAL APPROVAL** screen will appear. (See Figure 12.)



The screenshot shows the CM/ECF web interface. At the top is a blue navigation bar with the CM/ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "File a Motion: 00-10122 Dale A. Daniels". The main content area has a yellow background. It contains a section titled "Docket Text: Final Text" with a text box containing the following text: "Application to Employ Hank Schroeder as Auctioneer For Sale of Equipment Filed by Julian Mayfair. (Attachments: # (1) Proposed Order Mayfair Aplc to Employ) (Stevens, Kate)". Below this text box is a red warning message: "Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." At the bottom of the form are two buttons: "Next" and "Clear".

Figure 12

- Verify the final docket text. Read the warning message and proceed.
- If correct, click **[Next]**
- If the final docket text is incorrect:
 - Click the browser **[Back]** button to find the errors(s) and proceed with the event..
 - To abort or restart the transaction (at any time), click the **Bankruptcy** hyperlink on the **Menu Bar**.

STEP 13 The **NOTICE OF ELECTRONIC FILING** screen displays.
(See Figure 13.)


 Bankruptcy • Adversary • Query • Reports • Utilities • Logout	
File a Motion: 00-10122 Dale A. Daniels	
Notice of Electronic Filing	
The following transaction was received from Mayfair, Julian on 9/27/2000 at 9:59 AM CDT	
Case Name:	Dale A. Daniels
Case Number:	00-10122
Document Number:	1
Docket Text:	
Application to Employ Hank Schroeder as Auctioneer <i>For Sale of Equipment</i> Filed by Julian Mayfair. (Attachments: # (1) Proposed Order Mayfair Aplc to Employ) (Stevens, Kate)	
The following document(s) are associated with this transaction:	
Original filename: R:\TRAINING\ECF\PDFfiles/aplc_empl.PDF Electronic document Stamp: KeyFile is not available for this court	
00-10122 Notice will be electronically mailed to:	
Amy Brennam ebren@somewhere.com, Ramona Haynes racehorsehaynes@email.mss.com, Bruce Williams bwilx@email.msm.com,	
00-10122 Notice will not be electronically mailed to:	
Cornelius Appleby Appleby, Crowne, Harris and Quirk 611 E. 21st Street Hardy Hansen Hansen & Hansen 1234 Main St San Antonio, TX 78209 Perry Mason Mason & Associates 217 Woodlawn Houston, TX 77229 Glenn D. West West, Johnson, Smith and Jones 112 E. Chanook Street Suite 200 Boise, ID 85330	

Figure 13

- Clicking on the case number hyperlink on the Notice of Electronic Filing will present the docket report for this case.
- Clicking on the document number hyperlink will present the PDF image of the application just filed.

- Description of **Notice of Electronic Filing:**

Hyperlink to docket sheet

Date and time stamp information

Case Title

Case number hyperlink to docket sheet?

Docket text

- Annotated text in italics
- Text produced from docket event
- Attachment type, description and attachment number which is a hyperlink to the PDF file of the attached document.

Associated documents:

Document description: Defaults to Main Document being docketed.

Original filename: Filer's full directory path from firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption

Document description: First attached document's description that was entered on the attachment screen by the filer.

Original filename: Filer's full directory path from the firm or court's hard drive or network.

Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption

Notice will be electronically mailed to:

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

Notice will not be electronically mailed to:

Name and address of other parties on the case who have not furnished their e-mail address with the court.

- To print a copy of this notice click the browser **[Print]** icon.
- You may also save the notice through the browser **File/Save** option.

STEP 13 Trustee and Attorneys and other external CM/ECF users will have access to the Notice of Electronic Filing when it is first generated.

When an attorney or other external filer selects a menu option from Reports, Query or the Claims Register, it must go through the Public Access to Electronic Records (PACER) program. Users must already be registered with the PACER system to have a login and password. Note the information on the screen below. . (See Figure 13.)

ECF Bankruptcy • Adversary • Query • Reports • Utilities • Logout

301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Login Reset

Figure 13